

A vertical strip of an American flag is visible on the left side of the slide, showing the blue field with white stars and the red and white stripes.

# Presidential Management Fellows Program

SIPA

Office of Career Services

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# Overview

- Two-year “management training”, leadership succession program (post-graduation), emphasizing career development
- Assigned to senior level mentor
- Individualized career development plan (IDI)
- May convert to civil service or term appt. after two years
- Agencies prefer to hire PMFs
- Created in 1977 by President Carter
- Changes – Pathways Program by President Obama
- Two-year applicant eligibility window for Class of 2019
- Open to advanced degree graduates of any discipline

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# Overview

- Statistics
  - Received 6,370+ applicants for class of 2017
  - 417 Finalists from assessment scores alone
  - Online Career Fair
  - PMF Class of 2018
    - » Applicants: 6,040
    - » Finalists: 425
    - » Fellows: 252
- SIPA PMF History
  - 2014: 16 semi-finalists/ 5 finalists 2/5 appointed
  - 2015: Unknown applicants/ 12 semi-finalists/ 9 Finalists
  - 2016 Unknown applicants/ 9 semi-finalists / 6 Finalists – 1 appointed
  - 2017 10 SIPA Finalists – 3 appointed, 1 offer withdrawn, 4 “paused”
  - 2018 11 SIPA Finalists – 5 appointed, 2 verbal offers – To date
- Extremely competitive – if selected as a finalist, not guaranteed a job. In the past two years 60% of finalists secured PMF positions. Finalists have one year to find a position.

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# Overview

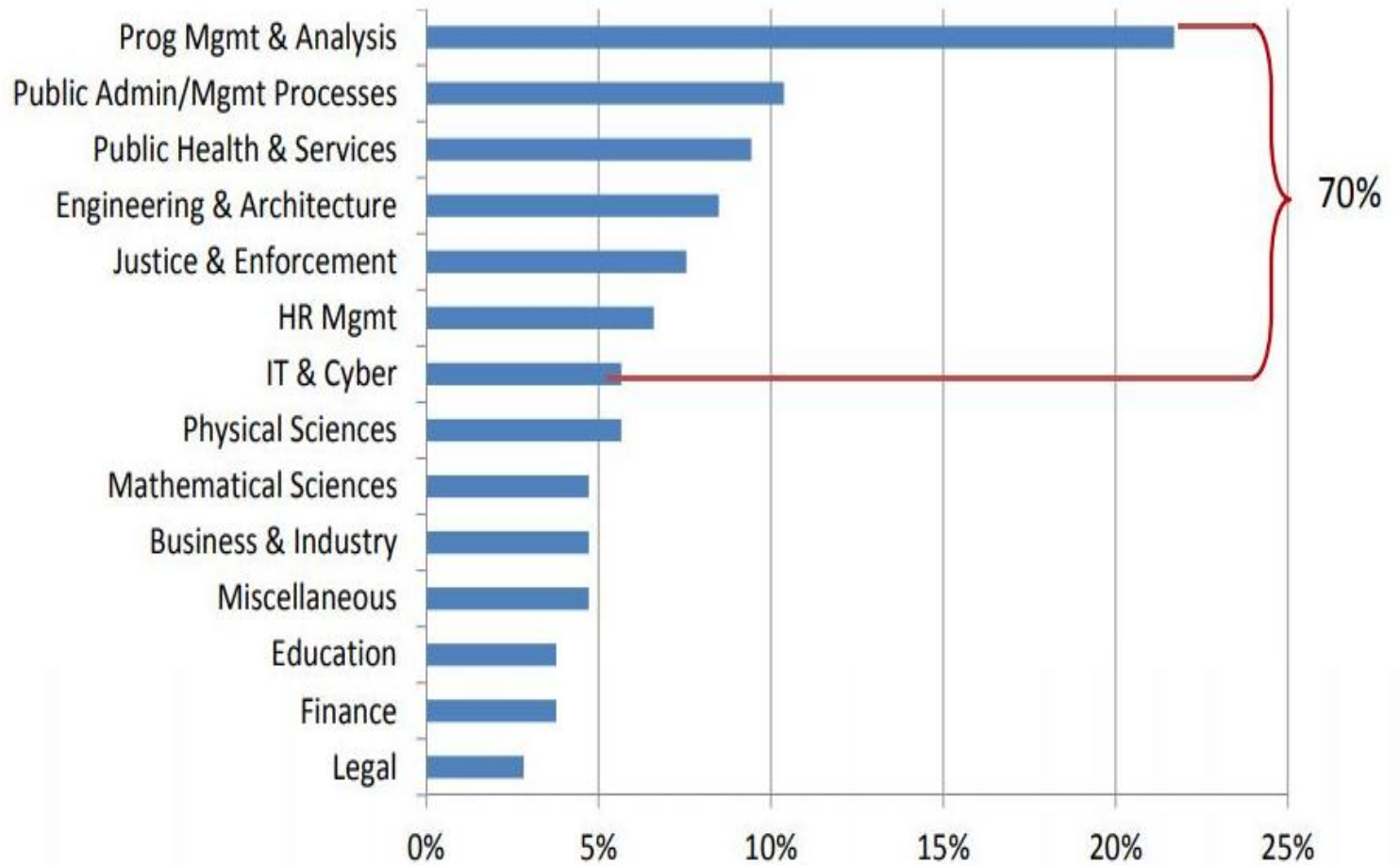
- Pay Scale
  - Can start at GS-9
  - Agencies have discretion to hire at GS-11 or GS-12 based on qualifications (and negotiation)
  - Eligible for a grade increase after one year, and two grade increases after two years (up to GS-13)
- Washington, DC Pay Scale
  - GS-9: \$56,233 - \$73,105
  - GS-11: \$68,036 - \$88,450
  - GS-12: \$81,548 - \$106,012

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# Overview

- All federal employee benefits
- Student Loan Repayment Programs:
  - Maximum repayment of \$10,000 per employee per calendar year; \$60,000 total, student loan repayment programs are at the discretion of the agency.
- Opportunities for non-U.S. citizens are *extremely* limited
- Dual citizenship holders may have to renounce non-U.S. citizenship, (or must be willing to renounce if required) depending on security clearances and the policies of individual agencies. Ask!

# Target Candidates for 2018



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# Career Development

- PMF program facilitated by Office of Personnel Management (OPM)
- Strong emphasis on leadership development:
  - On-the-job training, seminars, briefings, conferences
  - 80 hours of formal training per year (Mandatory)
  - May provide **one developmental assignment (4-5 months) at an outside agency**, although certain agencies, e.g., the Office of Management and Budget, do not allow for this. May pursue rotational assignments (1month – 4 months). Ask!
- Provide PMFs with broader U.S. Federal Government perspective
- Hiring agency pays PMF salary even during rotation
- Rotational assignments and availability unique to each agency
- Assigned senior level mentor (Mandatory)
- Individual Development Plan

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# Eligibility/Application Process

- Graduate student who are about to complete an advanced degree from an accredited academic institution by August 31<sup>st</sup> of the following year upon applying, or
- Those who hold an advanced degree from an accredited academic institution that was conferred within the two years **prior to** the opening date of the annual application
- Class of 2019 graduates will have the opportunity to apply for the class of 2020 and 2021
- Apply at [www.usajobs.gov](http://www.usajobs.gov) only available during application period
- Application open from **Tuesday, October 9 at noon** to **Monday, October 22 at 12 noon, Eastern Time**. Do not wait until the last minute!
- Allow 3-4 hours total to complete the entire application process



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# Application Process

## 3 Step application process:

- Go to USAJobs and search PMF Application during application period 10/9/2018 – 10/22/2018
- Create an applicant User Account in the PMF Talent Management System (TMS)
- Enter contact information (e.g., bio-data)
- Answer demographic questions (optional)
- Answer eligibility questions
- Submit documents – Unofficial Transcript and Resume
- Complete application
- Complete on-line assessment
- Code - Columbia's FAFSA School Code is: **002707**

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# Application Process: Transcripts/Verification Letter

In order to verify your degree and expected date of graduation for the PMF application, you must submit both your Unofficial Transcript AND a letter from OCS. You should submit your transcript under the document type/label "Transcript" and following instructions to add the letter from OCS. your Academic Profile under the document type/label "Other." Below are the step-by-step instructions for acquiring your Transcript and OCS letter.

1. Access <https://ssol.columbia.edu> and log in with Columbia uni and password
2. Select "Transcript Ordering" under "Academic Records"
  - Select "Order Transcript"
  - Select "eTranscript" and complete order. The transcript delivery will not cost anything.
  - A link to a secure electronic Transcript will arrive in an email from "Columbia University in the City of New York: Parchment Delivery Service"
  - When you receive the email, click on the link to access the secure document (i.e., your transcript) and request a Transcript Access Code. You cannot access the document without the Access Code
  - The Access Code will arrive in your email. Enter the code into the secure document link
  - Select "Download" to access the PDF version of transcript
  - Save document as "First name\_Last name\_Transcript" (e.g., Jane\_Doe\_Transcript)

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# Application Process: Transcripts/Verification Letter

3. EMAIL: [sipa\\_ocs@sipa.columbia.edu](mailto:sipa_ocs@sipa.columbia.edu) with  
SUBJECT - Request for PMF Verification Letter. Provide the following:

- a) Applicant Name
- b) Qualifying Degree (MIA or MPA)
- c) Anticipated Date of Graduation

OCS will email you the PMF Verification Letter within 24 hours during business hours.

Do not wait until the last minute. If you think you will apply, send in the request ASAP. You will submit this in addition to your transcript to prove your graduation date. The application tips provide instructions on how to add this letter to your transcript to upload as one document.

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# Online Assessment

Part two of application is the online un-proctored assessment

On-line assessment includes:

- **Situational Judgment Assessment**
    - Applicants read through scenarios relevant to PMF work. Realistic situations that you are likely to encounter as a PMF. Multiple choice questions ask applicant to select an option based on how they would most or least likely respond in given situations.
    - Given 60 minutes to complete 54 items.
  - **Life Experience Assessment**
    - Applicants respond to questions involving work- and education–related experiences Be consistent!
    - Given **30 minutes** to complete 40 items.
  - **Critical Thinking Skills – Professional Employment Test (PET)**
  - The PET contains four question types designed to measure various aspects of critical thinking, using a multiple-choice format
    - Applicants respond to questions designed to assess the following critical thinking types: Data Interpretation, Reasoning, Quantitative Problem Solving, Reading Comprehension.
    - Given **45 minutes** for 20 items.
- Writing Essay Number 1**
- Applicant writes essay in response to a prompt or target topics.
  - Given **25 minutes** - minimum of 150 words, no maximum – word count and timer on screen.
- Writing Essay Number 2**
- Applicant writes essay in response to a prompt or target topics.
  - Given 25 minutes - minimum of 150 words, but no maximum.
  - Assessment Preparation Guide is online at [pmf.gov](http://pmf.gov)

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# Online Assessment

- Answer all aspects of online assessment keeping in mind that the purpose is to uncover evidence that candidates possess the key competencies identified as critical to success as a leader in the federal government.
  - **Problem Solving**
  - **Interpersonal Skills**
  - **Motivation to Serve**
  - **Adaptability**
  - **Critical Thinking**
  - **Integrity**
  - **Written Communication**
- **Google materials on the key competencies**

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# Appointment Process

- Finalists selected based on following factors:
  - Estimated projections from agencies
  - Assessment scores
- Finalists invited to attend Virtual PMF Job Fair Approximately six weeks after finalist notification
- Finalists search for agency positions on-line via the PMF website and network, network, network!
- Available positions change throughout the year
- PMF Finalists are NOT guaranteed positions; you must actively apply to jobs that interest you! Have one year from announcement to obtain position.
- Employment policies and incentives determined by individual agencies - Relocation/Loan Repayment/ Developmental Assignment/Rotations – Ask!!!

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# PMF Application Tips

- See browser requirements on pmf.gov website. Google Chrome is recommended
- Enable JavaScript and Cookies.
- Disable Pop-up blockers
- HELP link on the top menu bar of the system for computer requirements or technical difficulties
  
- Use a computer – Not an iPad
  
- Do NOT wait until October 22<sup>nd</sup> to apply
  
- Have resume, unofficial transcript and OCS Verification Letter ready to submit, complete questionnaire
  
- Those applying for Veterans preference will be asked to submit supporting documentation
  
- List graduation date as December 2018, May 2019 or August 2019
  
- Withdraw from the process if you are not finishing coursework before 8/31/2019. Must be done in writing to PMF.
  
- Allow 3-4 hours to prepare, review and submit prior to announcement closing

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# Final Reminders and Recommendations

- Keep in mind the critical competencies at each stage of the process
- Starting dates are negotiable
- State Department security clearance may take 6-12 months
- *Sometimes* arrangements can be made to work with state or local agencies
- Make **early contact** with those you wish to work for, PMF Coordinator at the agency, friends, SIPA alumni




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# Resources

- Program eligibility and how to apply instructions can be found under the “Become a PMF” section at [www.pmf.gov](http://www.pmf.gov)

## **Situational Judgement Exercises:**

- [https://www.jobtestprep.co.uk/practice\\_situational\\_judgement](https://www.jobtestprep.co.uk/practice_situational_judgement)
- <https://www.jobtestprep.co.uk/images/free-pdf/free-sjt-questions-answers.pdf>


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## SIPA 2011 PMFs

- Bureau of Land Management
- Center for Army Analysis, Dept. of Army(2)
- Department of Defense – OSD
- Department of Education
- Health and Human Services
- USAID (4)

## SIPA 2012 PMFs

- Department of State
- Office of Regulatory Affairs
- Office of Global Criminal Justice
- Nuclear NonProliferation Graduate Program (not PMF)
- White House Fellow (not PMF)

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## SIPA 2013 PMFs

- Federal Emergency Management Agency (FEMA) ( Two)
- USAID

## SIPA 2014 PMFs

- USAID
- State Department
- Withdrew to accept a position with the Presidential Personnel Office

## SIPA 2015 PMFs

- USAID
- Office of Management and Budget
- Withdrew to accept a position with Accenture



## SIPA 2016 PMFs

- Housing and Urban Development – HUD (2)

## SIPA 2017 PMFs

- Center for Counterterrorism
- Defense Threat Reduction Agency – DTRA
- Internal Revenue Service

## SIPA 2018 PMFs

- Department of State – Bureau of Energy Resources
- Office of Management and Budget – International Affairs Division
- U.S. Coast Guard
- USAID
- U.S. Air Force
- Center for Army Analysis